



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PRINCIPAL ADMINISTRATIVE ANALYST

Class No. 002367

■ CLASSIFICATION PURPOSE

To supervise a group of Administrative Analysts assisting higher-level management with budget preparation, fiscal management, and/or special projects and studies; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Principal Administrative Analyst is a management level classification. Under general direction, incumbents are responsible for budget preparation, fiscal management, and/or special projects and studies. The Principal Administrative Analyst differs from Administrative Analyst III in that they generally provide second-level supervision to Administrative Analysts and report to a Deputy Director for Administration.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Principal Administrative Analyst

Essential Functions:

1. Supervises subordinate supervisors of administrative support activities.
2. Selects, trains, evaluates, and disciplines staff.
3. Explains new policies, procedures, methods, and systems.
4. Serves as reference for substantial problems.
5. Assists Administrative Services Managers or a Deputy Director in establishing and implementing organizational policies and procedures for department operations.
6. Assists in monitoring effectiveness of policies and procedures, and makes revisions or recommendations for improvement as appropriate.
7. Assists in directing and coordinating the fiscal and analytical operations of the department, which may include, but are not limited to, the functions of budgeting, fiscal control, accounting, purchasing, grant preparation and analysis, contract administration, capital improvements, and data processing.
8. Conducts or directs complex studies pertaining to a variety of administrative and operational problems.
9. Determines actions appropriate for improvement.
10. Advises department director on findings and methods of effective solutions.
11. Coordinates various activities and programs in assigned area of responsibility with governmental agencies and private entities.
12. Supervises the preparation of the departmental budget.
13. Reviews and analyzes budgets of various programs or departments.
14. Reviews and decides on expenditure requests and budget variances.
15. Prepares, or supervises the preparation of, and reviews grant proposals for various programs and projects of the department.

16. Interacts with governmental agencies' personnel regarding requirements for obtaining funds and monitoring procedures.
17. Presents proposals to various boards and commissions in order to gain approval for programs and projects.
18. Reviews, interprets, and analyzes new and proposed legislation.
19. Determines effects of legislation on departmental operations and programs.
20. Advises superiors of findings.
21. Takes appropriate action to ensure compliance with existing rules and regulations.
22. Proposes legislation on own initiative or upon request.
23. Manages and directs personnel actions.
24. Interviews, assigns, trains, and evaluates subordinate supervisors and other personnel.
25. Defines and resolves complex work problems.
26. Establishes work standards and operational objectives in assigned area of responsibility.
27. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of supervision.
- Budgeting principles.
- Fiscal management techniques.
- Principles and practices of public administration and management.
- Principles of public personnel administration.
- Data collection, analysis, and display.
- Principles and practices of modern office methods and procedures.
- Organizational development and analysis.
- Principles of automated information systems.
- Purchasing and contract administration.
- Accounting techniques.
- Grant preparation.
- Principles of cost/benefit analysis.
- Basic mathematics and statistical analysis.
- Report writing techniques.
- County functions, organization, and operations.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Develop, understand, and manage information systems.
- Problem-solve and make effective decisions.
- Organize, manage, direct, supervise, and assign activities within budgeting, staffing, and time constraints.
- Schedule, assign, and review the work of others.
- Understand, interpret, develop, and apply administrative policies and procedures governing various established administrative functions.
- Compile, compute, and summarize data related to the acquisition, distribution, and utilization of administrative support resources.
- Communicate effectively orally and in writing.
- Conduct and facilitate meetings.
- Gain the cooperation of associates and subordinates.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.

- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree from an accredited college or university in public, personnel, or business administration, economics, or a closely related field, AND five (5) years of professional experience in a large public agency, or in an organization that deals with public agencies, supervising and/or leading the accomplishment of complex tasks in one or more of the following areas: administration, budgeting, program planning and analysis, organizational planning and analysis, fiscal planning, policy formulation and analysis, data collection, or statistical and/or legislative analysis, three (3) years of which must have been at the level of an Administrative Analyst III or Analyst III with the County of San Diego, OR
2. Nine (9) years of experience in a similar position outside the County performing professional-level work that included supervising/leading the accomplishment of complex tasks in one or more of the following areas: administration, budgeting, program planning and analysis, organizational planning and analysis, fiscal planning, policy formulation and analysis, data collection, or statistical and/or legislative analysis.

Note: Additional years of professional-level experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate coursework from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, grasping, reaching above and below shoulder level, and lifting and carrying objects weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None Required.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens and other basic office equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: December 1, 1986
Revised: February 25, 2002
Reviewed: Spring 2003
Revised: June 9, 2004
Revised: June 2, 2006